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29 September 1948

TO: TRS
 FROM: OPSO
 SUBJECT: Training in Safe Security

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 NO CHANGE in Class. ☐
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1. It has come to my attention that no one person of service at present is responsible for training or briefing personnel going overseas in the handling of safes the necessity of changing combinations periodically, the necessity of always changing a combination when transfer of personnel takes place and a new individual takes over responsibility for the material contained in a particular safe and for the technique of changing combinations on various types of safes in use by OSO. The above statement is based on informal discussions with Communications Division, Training Staff and Security. Assuming that this is correct, it shall be the responsibility of Training Staff to adequately cover this field of training and indoctrination for all personnel, and steps must be taken immediately to put it into effect.

2. It is suggested that there be included in the following training:

- a. The Basic Intelligence Course - a briefing or indoctrination series on the handling, from a physical security point of view, of documents, safes, etc. under all situations that might be encountered by all personnel. It is believed that while no techniques in changing combinations should be taught in the Basic Intelligence Course the fact combinations should be periodically changed and that someone is responsible for ordering or controlling the changing of combinations should be emphasized.
- b. The Advanced Intelligence Course - all persons, whether for Washington or overseas duty, should be taught the actual techniques of changing combinations. At the time they are taught the techniques, it should be re-emphasized that knowing how to change a combination does not necessarily carry with it the authority to change a combination. Any person in whom sufficient trust and confidence has been placed to warrant them having been entered in the Advanced Intelligence Course should know this technique because at some time, and generally in an emergency, they may have the responsibility for handling such physical security matters.

3. At present all persons who receive Communications training are trained by Cryptographic Training Staff in changing combinations. The present suggestion would obviate the necessity of that staff training process in the technique of changing combinations. The Cryptographic

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Training Staff would only then be responsible for insuring that the trainee would possess the necessary knowledge.

4. It is my understanding that at present combination changing technique is taught only for those who are entered in Training for CE instruction. Changing a combination is not a CE matter alone. It is a basic Security procedure and is just as essential for any Intelligence Officer either in an Administrative position, Positive Intelligence, CE Intelligence or Intelligence Executive.

cc: OSO Security Officer
Cryptographic Security Training

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